



State of Montana

Information Technology

Project Charter

Project Charter

Server Virtualization and Consolidation Work Group

Information Technology Managers Council

VERSION: 2.2

REVISION DATE: 5/10/2010

Approval

Approver Name	Title	Signature	Date

Project Overview

Problem Statement

The current state economic picture along with the Governor's energy reduction initiative underscores the need for state government to continually assess operations and evaluate opportunities to increase efficiency and reduce costs and energy consumption.

Project Description

In order to enhance the Continuity of Operations (COOP) and the Continuity of Government (COG), to achieve energy savings in accordance with the Governor's 20x10 initiative, to implement Enterprise Architecture (EA), and to reduce Information Technology acquisition and total cost of ownership costs, the Server Virtualization and Consolidation Work Group will conduct an analysis and make recommendations on server virtualization and the possible consolidation of assets.

Project Goals and Objectives

1. Enhance the state's COOP/COG capability.
2. Achieve energy savings.
3. Recommend EA standards for virtualization.

4. Reduce hardware and software acquisition costs.
5. Reduce hardware and software total cost of ownership.

Project Scope

The analysis and recommendations will be statewide in scope.

Project Includes:

The analysis and recommendations will include entities of state government. The analysis will focus on the hardware and software related to multi-user components, specifically servers, and the opportunities related to virtualization technologies and location consolidation

Project Excludes:

The scope of this analysis and subsequent recommendations will not extend to local government entities. End user devices such as workstations, laptops, PDA or mobile devices are also excluded from this analysis.

Critical Success Factors

Meeting the milestones as outlined below.

Assumptions

1. At present, 43 other states have or are executing a consolidation strategy.
2. Virtualization technologies have rapidly matured during recent years resulting in significant cost savings in those organizations employing them. This technology is likely under-utilized within the State.
3. The State expects to complete a Data Center and bring it to an operational readiness status in 2010. This center makes a viable consolidation facility option available to all state branches and without further consolidation will be significantly underutilized.
4. External resources with a proven record of performing large virtualization/consolidation analysis are available, willing and ready to perform this study on behalf of the state, at no cost.

Constraints

Describe any project constraints being imposed in areas such as schedule, budget, resources, products to be reused, technology to be employed, products to be acquired and interfaces to other products. List the project constraints based on the current knowledge today.

1. Current financial situation/anticipated up front commitment
2. Yet to be determined defined standards
3. Existing dated IT infrastructure

4. Limited flexibility in project funding.

Project Authority and Milestones

Funding Authority

There are no funds associated with this project.

Project Oversight Authority

This group has been chartered under the Information Technology Managers Council (ITMC) and reports to CIO and ITMC.

Major Project Milestones

List the project's major milestones and deliverables and the planned completion dates for delivery. This list should reflect products and/or services delivered to the end user as well as the delivery of key project management or other project-related work products.

Milestone/Deliverable	Planned Completion Date
Develop and publish standard definitions and guidelines for virtualization	TBD
Coordinate a detailed financial analysis for reasonable consolidation alternatives	TBD
Develop and publish recommendations	TBD
Provide recommendations to the State CIO.	TBD
Determine next steps, if any.	TBD

Project Organization

Project Structure

This working group is organized under and reports to the chair of the ITMC.

Roles and Responsibilities

Role	Responsibility
Tammy LaVigne	Chair
Warren Dupuis	Time Keeper
Dick Clark	State CIO.

Members

Amy Sassano, OBPP Dick Clark, ITSD Larry Krause, Commerce Karen Nelson, Supreme Court Dan Forbes, Health and Human Services Mike Bousliman, Transportation	Tom Livers, DEQ John Daugherty, Corrections Stuart Fuller, ITSD Warren Dupuis, ITSD Tammy LaVigne, Labor
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Project Facilities and Resources

Describe the project's requirements for facilities and resources, such as office space, special facilities, computer equipment, office equipment, and support tools. Identify responsibilities by role for provisioning the specific items needed to support the project environment.

Resource Requirement	Responsibility
Meeting Room	Tammy LaVigne
Teleconference capability	Tammy LaVigne

Points of Contact

Identify and provide contact information for the primary and secondary contacts for the project.

Primary Contact	Name/Title/Organization	Phone	Email
Secondary Contact	Name/Title/Organization	Phone	Email

Glossary

Define all terms and acronyms required to interpret the Project Charter properly.

Revision History

Identify document changes.

Version	Date	Name	Description
2.0	4/12/10	Draft Modifications	Incorporated changes offered by members of the work group
2.1	5/10/10	Draft Modifications	Incorporated changes offered by members of the work group
2.2	5/10/10	Draft Modifications	Incorporated changes offered by members of the work group and finalized charter

Appendix

Include any relevant appendices

Administrative Information

Revision	Author	Date	Sections Affected	Change Summary
1.0	Warren Dupuis	4/6/2010		

Current Version	1.0
Date	4/6/2010
Master Document Chapter Number	1
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